

**DEPARTMENT OF JUSTICE  
DIVISION OF GAMBLING CONTROL**

**Submission Requirements**

In accordance with the Gambling Control Act (Act), California Business & Professions Code section 19800 et seq., the Division of Gambling Control (Division) requires an owner applicant/licensee to submit various documents and reports. Following is a list of submission requirements and due dates as set forth in the Act and/or Division's regulations, California Code of Regulations, Title 11, Division 3, Chapter 1:

<b>Application Requirements</b>		
<i><b>Requirement</b></i>	<i><b>Act/Reg.</b></i>	<i><b>Due Date</b></i>
Application for State Gambling License or Finding of Suitability	19846A (Act)	30 calendar days following service of a summons.
Compliance Declarations of Public Notification (Required for a proposed gambling establishment or the expansion of an existing gambling establishment.)	2034 (Reg.)	90 calendar days from date of notification of completed application.
Economic Feasibility Study (Required for a proposed gambling establishment or the expansion of an existing gambling establishment.)	19852 (Act)	Submitted prior to the Division's issuance of a state gambling license.
Report of Gaming Activities	2071(a) (Reg.)	Submitted with initial application.
Employee Work Permit Certification	2036 (Reg.)	Submitted prior to the Division's issuance of a state gambling license.
<b>Bi-Annual/Biennial Reports</b>		
Key Employee Report	2060(c) (Reg.)	January 15 and July 15 annually.
Profit Sharing Report	2052(a) & (b) (Reg.)	January 1 and July 1 annually.
Report of Gaming Activities	2072 (Reg.)	January 1 and July 1 annually.
<b>Continuous Filing</b>		
Updated Organizational Chart	2060(b) (Reg.)	Within 10 calendar days of change.
Tournament/Special Event/Irregular Operation Request	2033 (Reg.)	At least 30 working days prior to the proposed event.
Changes to Gaming Activity Report	2071(b) (Reg.)	At least 30 calendar days prior to introducing the change.
Change of Address	2020(c) (Reg.)	Within 10 calendar days of change.
Report of Possible Violations of the Act or the Division's regulations.	2052(c) (Reg.)	Within 5 days of obtaining knowledge or notice of possible violation(s).
<b>Upon Request</b>		
Employee Identification	2060(a) (Reg.)	Upon request by the Division.
Chip Approval	2051 (Reg.)	Upon request by the Division.
Appointment of Designated Agent	2030(b) (Reg.)	Upon request by the Division